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INSTRUCTION NO.
LI 20-26

LI 20-26
PERSONNEL
8 August 1975

SUBJECT : Promotion Within the Logistics Career Sub-Group (LCSG)

REFERENCES: (a) LI 20-20, dtd 2 Aug 74
(b) LI 20-18, dtd 20 Sep 74

1. The Logistics Career Sub-Group (LCSG) uses promotion as a means of recognizing and rewarding exceptional performance; of encouraging employees to aspire to positions of increased responsibility; and as an integral part of an individual's professional career development. Promotions at the GS-07 and above level are based on a competitive evaluation of each individual among his peers. Basically, employees selected for promotion are those who offer the highest value to the LCSG based on past and current performance and who (in accord with the evaluation process described below) have been identified as having long-term potential to accede to positions of ever-increasing responsibility. To a lesser degree, promotions will be granted to employees on a competitive basis who may not offer exceptional growth potential but, because of their relatively long time in grade and based on their current and past performance, have demonstrated the ability to perform at the next higher grade level.

2. It is the Office of Logistics' policy to evaluate and competitively rank all GS-06 and above and equivalent employees at least once a year in order to identify those employees with the highest and the lowest value to the LCSG. The members of the LCSG panels and the Logistics Career Service Board (LCSB) are responsible for the competitive evaluation, ranking, and the submission of promotion recommendations to the Director of Logistics (D/L). The policy, objectives, and procedures of the competitive evaluation system are detailed in LI 20-20. This instruction also identifies ranking criteria which cover such areas as performance, self-expression, judgment, interpersonal relationships, creativity, leadership, mobility, experience, self-improvement, and potential.

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3. Promotion reviews at the GS-07 and above level will be conducted twice a year (assuming sufficient promotion headroom) but no less than once a year. The most recent panel and board rankings and categories of potential are the starting point for each competitive promotion exercise. Normally, personnel in Category I and the top half of Category II are within the zone of consideration during each competitive promotion exercise. Based on the competitive rankings and a review of current performance (including a personal check with supervisors in the Headquarters area), the panels submit their listings (by grade) to the LCSB (via the division or staff chief). The board then meets and reviews the panel recommendations, the comments of the division and/or staff chief, and prepares a consolidated rank-order listing of all those recommended for promotion by the panels. This listing, along with promotion headroom statistics, is forwarded to the D/L for final decision.

4. In addition to the ranking criteria spelled out in paragraph 2 above, other factors considered during the promotion review are as follows:

- a. Grade versus present position; does current position provide headroom for promotion?
- b. If there is no headroom in current position, panel promotion recommendation must be accompanied by plans to reassign individual within reasonable time (normally 6 months) to a position that would accommodate promotion.
- c. Available headroom within the LCSG.
- d. An individual's versatility to function in a variety of positions and his "salability" to managers of various components.
- e. Although there is no rigid time-in-grade requirement, this factor is considered to assist in ranking where other factors are essentially equal.

5. Because of possible confusion on the significance given a promotion recommendation, for all GS-07 and above and equivalent employees in the overall promotion process, special mention of this subject is in order. The competitive evaluation system and procedures described above were designed to provide the information needed by OL management in making promotion decisions without reliance on formal promotion recommendations submitted by supervisors. Therefore, promotion recommendations by supervisors, although welcome, are

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not required. Supervisors' recommendations do become a part of the official file of an employee and thereby provide supplemental information in the evaluation of employees, but the basic document in the ranking process will continue to be the fitness report.

6. The procedure for promotions of all GS-06 and below and equivalent employees normally follows a recommendation by a supervisor or a division chief, concurrence up the chain of command, favorable comparison with others at that level, and approval by the head of the LSCG or his designated authority. Promotions at this grade level require that the employee be in a position that will accommodate the higher grade, and such promotions can be made at any time during the year.

7. If any employee would like a more detailed explanation of the criteria and procedures on the promotion system within the LSCG (and where he stands), he should contact the Personnel and Training Staff, OL.

[REDACTED]
Michael J. Malanick
Director of Logistics

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cc: CMO-DD/A

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